

Code: 0390  
Administrative Service  
Clerical, Accounting and General Office Group  
General Administrative Series

CLASS TITLE: General Superintendent of Administration

CHARACTERISTICS OF THE CLASS: Under direction, directs the financial, administrative, and personnel operations of a large bureau; and performs related duties as required.

EXAMPLES OF DUTIES: Directs the preparation of annual operating budgets; monitors and controls bureau expenditures; reviews departmental programs and operating procedures to ensure conformance with budget constraints and effective utilization of financial resources; evaluates the effectiveness of existing operations, policies and procedures and organizational structure and recommends alternatives to increase overall efficiency; oversees the development of productivity improvement plans and work standards; directs the preparation cost estimates for special projects and oversees the billing for services performed for outside agencies; coordinates purchase contract administration activities; directs personnel hiring, payroll, and development programs; directs the preparation of technical, financial and administrative reports on bureau operations.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration, or a related field, supplemented by five years of progressively responsible financial/administrative experience, including three years of supervisory experience; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Thorough knowledge of accounting principles and practices. Thorough knowledge of administrative procedures. Thorough knowledge of the organizational structure. Thorough knowledge of the budgetary process. Thorough knowledge of personnel and procurement procedures.

Ability to manage financial, administrative, and personnel activities in a large bureau. Ability to organize and effectively manage personnel. Ability to develop and implement plans, policies, and procedures.

Considerable oral and written communication skills. Good management skills. Good organization skills.

September, 1988